

### **When can I submit an application for employment?**

Applications are accepted only for positions that are currently open.

### **What if the position I want is not open?**

Please follow this link to [www.calopps.org](http://www.calopps.org) and create a "Personal Profile." You will then be automatically notified by e-mail when an opening in your area of interest occurs in Covina as well as 50 other agencies.

### **Can I submit a resume in place of an application?**

No, a complete application is required for each position you wish to apply for. You may attach a resume to your application.

### **How does the recruitment process work?**

When a job opening occurs, the Human Resources Department conducts the recruitment process to develop an eligibility list. The process may consist of one or more of the following:

- Application Review
- Written Exam
- Performance Exam (Ex. Typing test)
- Panel Interview
- Physical Exam and Drug Screening

The top three candidates from the list are interviewed by the hiring department. The eligibility list then remains in effect for one year